

**FOOTHILL QUILTERS GUILD  
POLICIES AND PROCEDURES  
2023 Revision**

**Dues:** Dues shall be as follows:

A. Annual Dues:

1. \$45.00 for each adult member
2. \$25.00 for each first-time adult member joining after January 1
3. \$50.00 for each affiliate
4. No dues for any junior member

B. Dues are payable on or before June 30. Those members whose dues are not paid by the July General meeting shall be automatically dropped from membership in the Guild.

C. Guests are welcome to attend general meetings for a \$5 admission fee

**Newsletter:** The Guild newsletter is the proper vehicle for soliciting quilts related products or services.

A. No oral soliciting is permitted at the meeting; fliers are permitted at the information table.

B. Advertising:

1. Members are granted free advertising in the monthly newsletter on a first-come first- served basis, as room allows. Ads must be business card sized and content must be quilting/sewing related.
2. Non-members (monthly rate):
  - a. Business-sized card: \$10
  - b. Quarter page: \$15
  - c. Half-page: \$30
  - d. Full page: \$60
3. Other Guilds: may advertise on a reciprocal basis

**Displaying and marketing of opportunity quilts:** will be allowed at general meetings only by recognized quilt guilds with which a reciprocal agreement exists, and other non-profit groups.

**Conflict of Interest:** In order to avoid conflict of interest, the following shall apply:

A. No vendor shall hold the position of Vendor Chairperson for the Guild's Quilt Show.

B. Committee chairs are ineligible to receive any payment for services performed under their normal scope of responsibility.

C. Selling at the country store is limited to members only. Affiliates may be

vendors, but may not sell at the country store.

**Library policies:**

- A. Guild members may check out books.
- B. Books shall be returned in a time fashion and in good condition. Loss or severe damage to the book will require that the borrower pay for or replace the book.

**Guild Equipment** is available only for Guild activities, with the exception of the basting frames and the quilt frames which may be borrowed by members or other organizations with the approval of the Equipment Chair and the President.

**Fees:**

- A. Workshops: are payable at the time of registration. Fees are refundable up to 7 days prior to a workshop. From 7 days to the day of the workshop, fees will be refunded if someone from the waiting list can fill the vacancy. Guild members have priority for the workshops. Non-Guild members may attend work shop and special events only after members have had an adequate chance to fill the spaces. Members housing guest speakers shall be entitled to a free workshop.
- B. Bus trips: Payable at the time of sign-up. Fees are refundable up to 30 days prior to the bus trip. After 30 days, fees will only be refunded if someone from the waiting list can fill the vacancy.
- C. Quilt Camps: Deposit is required to hold slot. Final Payment and refunds as set forth in facility contract.
- D. Free events offered to members may require a deposit, which shall be refundable upon attendance.

**Electronic Payments (credit card reader, Groupworks, etc.):** Fees incurred will be paid for by the payee. Taxes on a purchase will be paid for by the payee.

**Reimbursements:** The following items used for Guild activities will be reimbursed from the appropriate budget line item: postage; mileage (at the charity rate as established by the IRS), and costs associated with speakers (such as meals and lodging, mileage, and materials) for Guild-related projects.

- A. Advanced approval by the Board is required for equipment purchase over \$100.
- B. In an emergency, approval by three members of the Elected Board will be required for approval of expenditures.
- C. Receipts or documentation are required for all reimbursements or advances.

**Grant Policy**

- A. Purpose: These grants will be given to further the stated purpose of the Foothill Quilters Guild.

- B. Funding: Each year 10% of the contingency fund will be allocated to this grant fund.
- C. Dispersal: up to one-half of the grant fund may be granted to any one person. Individuals may receive only one grant per year. Monies granted will be given to the recipient at the time of acceptance.
- D. Approval: The Chairperson will be charged with reviewing applications and bringing recommendations to the subsequent Board meeting. The Chairperson will notify applicant(s) of the Board's decision.
- E. Criteria:
  - 1. The applicant must be a member of FQG.
  - 2. The project must reflect the stated purpose of the Guild.
  - 3. The project must benefit FQG and/or community in some significant way.
  - 4. Funding will not be granted for:
    - a. Attendance at a regular conference such as Houston.
    - b. Attendance at workshops given by teachers who are presenting their techniques or approaches to quilting.
    - c. Salary for member's time.
  - 5. Funds will be granted for projects such as, but not limited to:
    - a. Attendance by a junior member at any workshop if they present a project or display an entry at the following FQG show. Funds will be reimbursed upon presentation of project/display.
    - b. Attendance at seminars where general knowledge is taught such as judging, dating or appraising quilts.
    - c. Cost such as supplies, postage, travel incurred by volunteer teachers involved in community projects.
  - 6. Upon completion of grant funded project, recipient must present results to the Guild.

### **Scholarship:**

- A. On an annual basis, scholarships will be offered to students who are local residents. The number of available scholarships shall be determined annually by budgeted allocations.
- B. Approval: The Chairperson will be charged with notifying the local schools of the scholarship. They will then review all applications received and bring recommendations to the subsequent Board meeting.
- C. Criteria:
  - 1. Applicant's interest is to further their education.

2. Award is based on a project (can be a work in progress); project can be a Senior Project, 4-H project, a junior quilter project etc. that uses textiles.

3. Applicant will present the project to the Foothill Quilters Guild at a regular meeting.

D. Included in application:

1. Picture of project
2. Two letters of recommendation (one from a teacher and one from a community member)
3. An official high school transcript
4. A completed and signed application form

**Non-Responsibility Clause:** All activities arranged for, or by, or sponsored by, FQG are for the convenience and pleasure of the members and their guests who desire to participate. FQG does not assume any responsibility for the well-being or safety of participants, or their property, in any matters pertaining to said activities.

**Committees:** will be listed each month in the newsletter.